

**DA 5210 – Request for Personal Assignment and/or Home Storage of State-Owned Vehicle
INSTRUCTIONS**

DA 5210 – Request for Personal Assignment and/or Home Storage of State-Owned Vehicle Form is available on LPAA Website at:

<http://www.doa.louisiana.gov/lpaa/forms/DA5210Rev2-12.pdf>

Purpose:

- The form is used to request assignment and/or home storage of a state-owned vehicle
- All approved DA 5210 requests expire June 30th of each fiscal year.

Preparation:

- Form must be typed or completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**

Instructions:

- Place a checkmark to indicate if this request is new, an update, or a deletion.
- Employee completes top, middle and signs at the bottom.

Disposition:

- State Employee submits original to DCFS Fleet Manager for approval.
- DCFS Fleet Manager signs and fills in Approval Period and then forwards to Agency Head for signature and final approval.
- If Agency Head approves, completed form is returned to the DCFS Fleet Manager for submittal to LPAA.
- A copy is retained in the DCFS Fleet Manager's files and a copy is returned to the local office for their files.
- A new form must be completed every fiscal year.

Retention:

- Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)